



**CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108**

CODE COMPLIANCE DIRECTOR

The Code Compliance Director exercises initiative and independent judgment in providing highly responsible leadership and management assistance overseeing the activities and operations of the Code Compliance Department. This position coordinates activities with other City departments and outside agencies, and is responsible for complaint intake and monitoring, noise abatement, dump patrol, the public awareness program and field operations. Also provides management and administrative oversight of the Animal Care Divisions that are responsible for education and enforcement of all ordinances and state regulations regarding animals. Provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical, and clerical staff.

The ideal candidate should possess: advanced leadership and management skills, with proven ability to oversee teams of managerial and professional staff; ability to implement and administer goals, objectives, and procedures for providing effective City services; proven competency in identifying and responding to community and City Council issues, concerns and needs, and in establishing and maintaining positive public relations; ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and effectively implement approved recommendations in a timely manner.

Essential job functions include, but are not limited to, the following:

1. Plans, directs, and coordinates the department work plan; identifies and solves problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures for Code Compliance and the Animal Care Field and Enforcement Operations Division.
2. Manages and participates in the development and administration of the department budget; estimate funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; and direct the preparation and implementation of budgetary adjustments as necessary.
3. Maintains final responsibility for abatement actions and investigates life-threatening circumstances and conditions that require immediate enforcement and abatement actions.
4. Disseminates information to the community regarding City codes and regulations; coordinates neighborhood meetings and media coverage.
5. Monitors compliance with City codes and ordinances, including those involving health, noise, motor vehicles, buildings, and lots.
6. Oversees and approves issuance of permits for livestock, salvage and junk yards, and demolition and construction of buildings; recommends revocation of permits not in compliance with City codes and ordinances.
7. Reviews and interprets Animal Care policies and regulations mandated by Federal, State, and Local government entities and prepares reports as required; works with Public Health Officials in monitoring and reviewing any animal-related community concerns.
8. Reviews code enforcement and abatement activities that require search and seizure warrants; determines, recommends, and approves appropriate action.
9. Develops policies and procedures and monitors work activities to ensure compliance
10. Represents the department to other City departments, the City Manager's office, elected officials, and outside agencies; explains, justifies and defends department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
11. Attends City Council meetings and take necessary action regarding Council agenda items.

Required Education and Experience includes :

Bachelor's Degree from an accredited college or university with major coursework in Government, Public Policy, Business Administration, Health Administration, Public Administration, Criminal Justice, or a related field, and ten (10) years of increasingly responsible professional experience in local government code enforcement, including five (5) years of administrative or supervisory responsibility. Also requires a Code Enforcement Officers Certificate from the Code Enforcement Association of Texas.

Miscellaneous Requirements include:

A valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; submission to pre-employment drug testing with a verified negative result, and comprehensive background check as a condition of employment.

Salary Range: \$73,248 - \$105,480, with starting salary negotiable depending upon education and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, car and cell phone allowances, and voluntary benefits. This position is exempt from Municipal Civil Service, and subject to at-will employment.

Apply at once with cover letter, resume, and references to City of San Antonio Human Resources Department, Attention: Pamela Evans, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas or e-mailed to saexecsearch@sanantonio.gov. **Candidate information will be accepted through Friday, February 17, 2006 at 5:15 p.m. CST.** For additional information, contact Pamela Evans at (210) 207-8016.

The City of San Antonio is an Equal Opportunity Employer.